Batch Update Routine for Keywords - Tip #65

One of the many features of TechTracS is the Batch Update Routine for Keywords. This feature allows the user to add keywords to a selection of several records at the same time. Instead of going to each record one at a time and adding a keyword, the Batch Update Routine saves the user a lot of valuable time. Not only does it save time, but it is a very simple process. This routine can be used on several tables. Listed below are the tables that this routine can be used on.
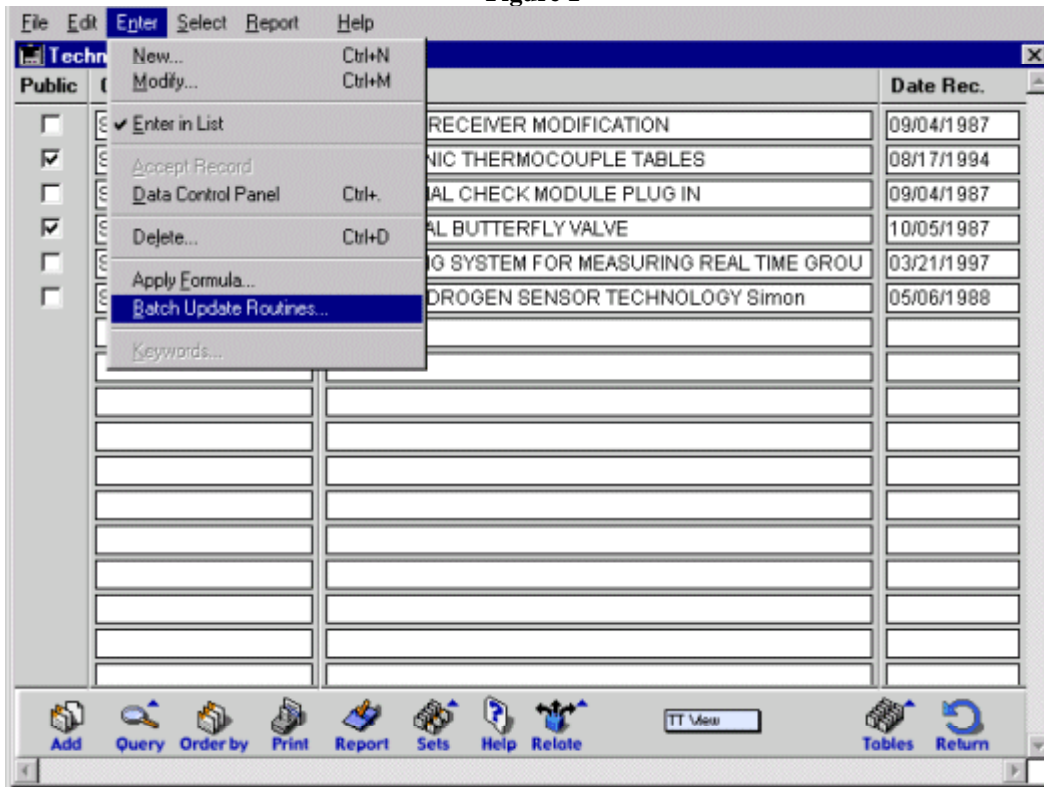
[Company]   [Success_Stories]
[Contract_Grant]   [Technology]
[Partnership]   [TOPS]
[People]

Follow these simple steps to perform a Batch Update Routine.

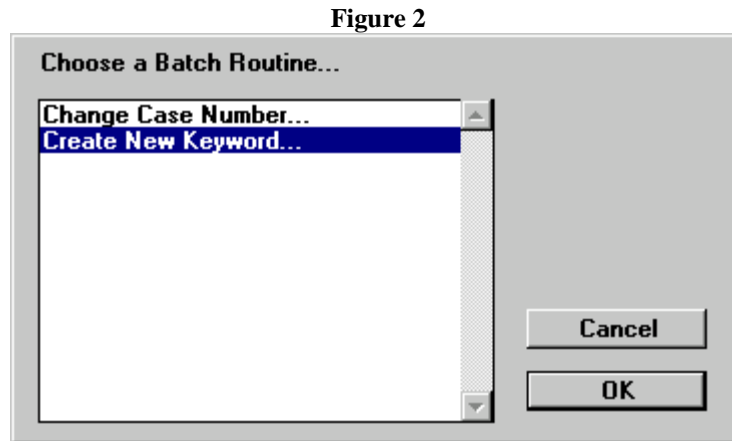First, go to the table with the records that need a keyword added and query for the appropriate records.

Second, go to the *Enter->Batch Update Routines...* and click. See Figure 1 below.
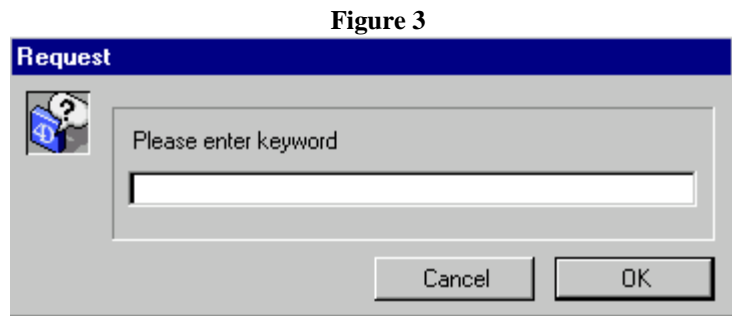
Figure 1

Third, choose Create a New Keyword... and click OK. See Figure 2 below.

Figure 2

Fourth, a box should have popped up asking the user to enter a keyword. The user should enter the desired keyword here and click OK. See Figure 3 below.

Figure 3

All of the selected records now have the new keyword.

*NOTE: The master Keyword table will be updated if the keyword has not been entered in the table yet.